

श्री गोविंद गुरु युनिवर्सिटी
(गुजरात ऐक्ट नं. २४/२०१५ द्वारा स्थापित)
Shri Govind Guru University
(Established vide Gujarat Act No. 24/2015)

सरकारी पोलिटेक्नीक डेम्पस,
गदुकपुर, गोधरा
जिल्हो पंचमहाल, पिन कोड ३८८००१

Government Polytechnic Campus
Gadukpur, Godhra
Dist. Panchmahals Pin Code 389001

No. SGGU/Adm/2019/

Date : 19/08/2019

Rate Contract Notice No. : 01/2019

Name of the Work : Pulping of Answer Book And Other Records

MEMORANDUM OF CONDITIONS:

1. RATE SHOULD BE QUOTED FOR THE ITEM SHOWN IN ANNEXURE - I.
Pulping will have to be done in the presence of the University representative. Travelling and other expense of the University officer will have to be bear by the agency/firm/press
2. Specimen copy of answer books and supplementary can be seen in the store branch of the office during working hours.
3. The estimated quantities per year will be as under.
Used Answer books 15 Tones (Approx.)
Office records 5 Tones (approx.)
Waste paper 5 Tones (approx.)
4. This is approximated quantity only and the qty may vary. The successful agency/firm/press must complete the pulping work of above-mentioned material throughout the contract period at the agreed rates only. The successful bidder can't claim that he has already pulped 25 tonnes and he can't execute the work as he has carried out tender qty work. In such case his security deposit will be forfeited by competent authority.
5. The agency/firm/press must fill the rate in the attached prescribed form of Annexure-1 only.
6. The rate must be submitted in sealed cover being superscripted "**Rate for Pulping of Answer Book And Other Records**" with required documents and must reach, by name of Shri Govind Guru University, Godhra on or before **27/08/2019 (16.00 Hrs)**. Tenders received thereafter will not be considered. Rates will be opened on **28/08/2019 at 15:00 Hrs** in the conference room of the University
7. The rate per metric ton (1000 kgs.) for pulping should be quoted in the enclosed form.

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8. The successful agency/firm/press will have to undertake to purchase waste answer books at the accepted rate maximum **4 times in** a year. Exact dates will be decided by the University's office and will be lifted from the University offices at Godhra, any other security press or any other location immediately on receipt of intimation from the University.
9. The successful agency/firm/press will have to pack the waste answer books and other confidential records in gunny (Hessian) bags Expenditure on packing transport and labor/Railway freight charge and taxes etc. will have to be borne by the successful Tenderer/Bidder. Weight of the gunny bag will be deducted at the rate of 1 kg per gunny bag for the packing. Weight of the truck will be done at two separate/independent weighing machines(With or Without Material). Higher weight of the pulping material is considered for payment purpose.
10. The waste answer books will be supplied by University's office. It will be the responsibility of the Tenderer/Bidder to make all arrangements for sorting, collecting and transporting the answer books from the University's office/godown/Security Press during office hours on the working days. The answer books must be removed from the University office/godown/Security Press **within a week** from the date of intimation given in that respect in writing.
11. If the contractor fails to lift the answer-books etc. after receiving the intimation from University's office and any delay occurs or the part of the contractor, as such the answer books are damaged due to fire or rain etc. University is not liable to refund the advance amount paid by the contractor in any circumstances and the whole responsibility will be of the contractor only.
12. The successful agency/firm/press will have to sign an agreement on required stamped paper. The specimen forms of agreement will be available for inspection in University's office during office hours.
13. Payment for the quantity of answer books to be sold and taxes will have to be made in advance on the estimated weight or latest on the day of collection from University's office.
14. The successful tenderer has to send material direct to mill from University storage place. The waste answer books etc. shall to be pulped immediately after the receipt in the mill and entire work should be completed within 10-12 days in the presence of the representatives of the University. The contractor has to produce the certificate regarding the pulping work is done according to the terms and conditions.
15. The successful agency/firm/press will have to undertake to pulp the waste answer books in the presence of the representatives of the University, whole travelling allowance daily allowance

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સરકારી પોલીટેકનીક કેમ્પસ,
ગદુકપુર, ગોધરા
જિલ્લો પંચમહાલ, પિન કોડ ૩૮૯૦૦૧

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incidental charges and other expenses have to be borne by the Tenderer and the payment of the expenditure will have to be made in advance on such estimated expenditure.

16. The D.D. in favor of “Registrar, Shri Govind Guru University” payable at Godhra of Rs. 500/- (Five hundred only) as Rate Contract fees. The successful agency/firm/press will be required to submit a D.D. of Rs. 5,000/- (Five thousand only) as security deposit which will be liable to be forfeited if any of the conditions of the Tenderer/Bidder is not fulfilled.
17. The University shall have the right to terminate this contract at any time before the expiry of the period of the contract in case the mill or successful agency/firm/press commits a breach of the terms of the conditions or in the event of the performance of the mill or successful agency/firm/press on its part of the contract being found to be unsatisfactory by the Registrar of the University who shall be the sole and final decision making authority.
18. If it is found the market rates of waste papers are gone up the University reserves the right of re-inviting the tenders and in that case university shall not be liable to indemnify to the contractor for whatever loss that may sustain by such re-invitation.
19. The agency/firm/press should quotes his GST Registration & Attach last three years Income Tax Returns. Photo copy of these entire documents should be attached with tender. Tender without such document is liable to be rejected.
20. The University does not bind itself to accept the highest or any tender or give any reasons for rejecting any tender. Tender with highest bid but having no experience of confidential pulping of answer book is liable to be rejected.
21. The successful agency/firm/press will have to remit the amounts as per the quoted rate.
22. Agency/firm/press has to submit list of the University/Board for which the confidential pulping of answer book has been done. Give the detailed information in separate letter. Proof of such experience should be submitted along with tender.
23. The validity of Rate Contract may be extended for further period of one years on mutual understanding at the appropriate time.

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24. Any dispute of difference arising under / out of or in connections with the agency/firm/press shall be subject to the jurisdiction of Godhra.
25. Agency/firm/press has any quarry regarding tender has to contact university before submitting tender.
26. Shri Govind Guru University Godhra reserves the all right to accept or reject any agency/firm/press, without assigning any reasons.

Sd/-
Registrar

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Annexure - 1

Rate Contract Form

Name of agency/paper mill :

Full detailed office Address :

Telephone no. (office):

Mobile no. :

GST No. :

(Copy of GST registration must be attached with last three years' returns)

Commercial Table for Pulping Work

Sr. No.	ITEMS	RATES PER 1000 Kg FOR PULPING (including all charges) (Rs)
1	Used Answer books	
2	Office records	
3	Waste paper	

- (1) I have read the terms & conditions of the rate contract notice & accept the same.
- (2) Give information about name of the mill with which your firm/ organization have done the work of pulping along with the certificate issued by the pulp mill. Also provide detail of the Mill like number of pulper and capacity of Pulping in Tones of paper per day.
- (3) If my/our above rates for pulping are accepted, I/We shall agree to pulp the same in the presence of the University's authorized representative.
- (4) Information for rate contract fees. :
Name of the Bank and branch :
Date of D. D. :

Place:

Authorised signature of agency/firm/press

Date:

RUBBER STAMP